



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং ৪৪৮ দিশপুৰ, বৃহস্পতিবাৰ, ২১ ছেপ্টেম্বৰ ২০২৩, ৩০ ভাদ্ৰ, ১৯৪৫ (শক)

No. 448 Dispur, Thursday, 21st September, 2023, 30th Bhadra, 1945 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

FOOD, PUBLIC DISTRIBUTION & CONSUMER AFFAIRS DEPARTMENT

## NOTIFICATION

The 18th September, 2023

**eFile No. ECAB/SUPP/2023/7.-** To ensure proper distribution of food grains allocated under Targeted Public Distribution System to the beneficiaries included under National Food Security Act, 2013 in Assam and to prevent any diversion or leakage of highly subsidized PDS/TPDS commodities allocated under various schemes in the state, the following Standard Operating Procedure (SOP) is to be followed by all the PDS/TPDS stakeholders in the State along with the Terms and Conditions, Provisions and Clauses of all the relevant Orders, Acts and Rules in force:

### Standard Operating Procedure for Allocation Lifting, Transportation, Distribution of Commodities under NFSA'13 and Inspection of FPS/GPSS/ WCCS/LAMPS etc.

#### 1. Allocation of foodgrains:

Steps	By	Timeline
Data Porting ( Dist/Sub-division wise no of beneficiaries/ ration card, FPS etc data is ported for allocating food grains)	NIC HQ (centrally for all districts)	21 <sup>st</sup> Day of the previous month of allocation month ( e.g. if the allocation is for October, data porting will be done on 21 <sup>st</sup> September)
Policy Freezing ( Monthly central allocation, Scheme wise mapping, scheme wise entitlement freezing, transportation charge and commission money freezing (these are put zero as beneficiary does not pay)	Commissionerate, FCSCA&LM	22 <sup>nd</sup> Day of the previous month

Allocation Generation ( RC Count and Closing balance) Allocation of foodgrains will be based on the Online transaction of previous month.	All Districts	23 <sup>rd</sup> Day of the previous month
Communication to FCI (regarding sub-division wise total monthly allocation)	Commissioner, FCSCA&LM	24 <sup>th</sup> Day of the previous month
Lifting of foodgrains from FCI & Delivery of foodgrains at the Doorstep of FPS	Dist/ Sub-divisional nominees (GPSS/WCCS/LAMPS) & Transporters	1 <sup>st</sup> to 9 <sup>th</sup> of the allocation month.
Distribution of foodgrains	Fair Price Shops	10 <sup>th</sup> to 16 <sup>th</sup> of the allocation month.
The duration fixed for distribution of foodgrains i.e. 10 <sup>th</sup> to 16 <sup>th</sup> of every month will be known as Anna Sewa Saptah.		
Wide publicity should be made among all concerned by all districts/sub-divisions about the Anna Sewa Saptah.		

1. Allocation of foodgrains will be based on the online transaction of foodgrains by FPS dealers through e-PoS devices in the previous month.
2. The Sub-Divisional authorities must ensure entry of closing balance against each FPS on the basis of online transaction of the previous month duly certified by the local Area Officer.
3. All FPS must furnish to the Area Officer the exact quantity of closing balance on the basis of online transaction. Any discrepancy detected in case of entry of closing balance will be responsibility of the Area Officer
4. All Area officers must inform all the FPS/GPSS/WCCS/LAMPS/ Vigilance & Monitoring Committee members and other concerned about the monthly allocation of foodgrains.

## **2. Lifting of allocated foodgrains:**

1. The district/sub-divisional/council authorities to generate online Indent by 25th Day of previous month against each of their nominees (GPSS/WCCS/LAMPS) as per allocated quantity of food grains on FEAST-DOS for lifting of food grains from FCI FSD.
2. Concerned Deputy Director/Assistant Director must ensure generation of Indent online and information to concerned Area Officers regarding the generation of online indent.
3. FCI to issue Release Orders online from FEAST-DOS on the basis of the Indent Generated by the District/Sub-divisions on the same day of receipt of Indent online.
4. FCI FSD Manager to issue lifting schedule to the concerned GPSS/WCCS/LAMPS for lifting of foodgrains along with issue of release orders.
5. The lifting of foodgrains from the designated FSD of FCI should start from the 1<sup>st</sup> day of the allocated month.
6. The nominees (GPSS/WCCS/LAMPS) are to lift the allocated foodgrains from the FSD of FCI with the help of the designated Transporters against the Release Orders issued by FCI in FEAST-DOS.

7. The Area Officer FCS&CA /any other authorised officer from FCS&CA need to monitor the lifting of foodgrains from the FCI FSD.
8. Area Officers, FCS&CA to remain present during lifting of foodgrains from FCI FSD.
9. Area Officers, FCS&CA to ensure and keep proper record of GPSS/LAMPS/WCCS wise lifting status of the allocated quantity and update in Google Spreadsheet on daily basis till completion of lifting for information of the Commissionerate, FCSCA&LM.
10. Area Officer, FCS&CA and FCI FSD Manager to jointly issue authorized letter to Transporter mentioning Truck No, Driver's Name & Phone number, Quantity carried, Route chart and destination GPSS/WCCS/LAMPS godown.

### **3. Transportation of foodgrains:**

1. Transporters are engaged by the district authorities through e-tendering in every financial year.
2. The tendering process must be completed by 31<sup>st</sup> March of every year and engage the Transporters from 1<sup>st</sup> April of the year for the financial year.
3. Transportation is to be carried out by the designated Transporters in two tiers:
  - a) Tier-I from FCI to GPSS/WCCS/LAMPS.
  - b) Tier-II from GPSS/WCCS/LAMPS to FPS.
4. The entire transportation from FSD, FCI to Doorstep of FPS must be completed within the period of 1<sup>st</sup> to 9<sup>th</sup> of allocated month.
5. The transportation of foodgrains must be during daytime and must not be allowed after sunset.
6. Vehicle carrying foodgrains under PDS/TPDS must have in them "Foodgrains transport of public distribution system" written in black in big letters in a yellow colored banner of min 3ft x 3ft.
7. Call center toll free number 1800-345-3611 / 1967 and the telephone and mobile numbers of Deputy Director/ Assistant Director/Area Officer FCS&CA should also be displayed in the banner affixed in the vehicles carrying foodgrains under PDS/TPDS.
8. After completion of the delivery of foodgrains at the designated godowns of GPSS/WCCS/LAMPS & FPS, the concerned Area Officer must issue a certification of complete delivery by the transporter.
9. The data related to the activities (issue of Truck Challan, Delivery Order, FPS Payment) in Supply Chain Management must be entered on real time basis in FEAST by the concerned GPSS/WCCS/LAMPS.
10. The data entry in FEAST must be ensured by the concerned Area Officers with regular reporting to the concerned Deputy Director/Assistant Director, FCS&CA.
11. The data entry in FEAST against each GPSS/WCCS/LAMPS is a mandatory work by the concerned GPSS/WCCS/LAMPS. Release of fund under the scheme 'SAMABAI SABALIKARAN' will be proportional to the performance of the GPSS/WCCS/LAMPS in SCM activities.

**4. Doorstep Delivery of foodgrains at FPS:**

1. The monthly allocated quantity of foodgrains must be made available at the doorstep of FPS within the 9<sup>th</sup> day of allocated month.
2. The delivery of foodgrains at the doorstep of all the FPS under a GPSS/WCCS/LAMPS must be done during daytime and before sunset.
3. Each GPSS/WCCS/LAMPS must ensure delivery of net quantity of foodgrains entitled to the FPS.
4. The delivery of foodgrains at the doorstep of all the FPS under a GPSS/WCCS/LAMPS must be done in presence of the FPS level Vigilance & Monitoring committee members.
5. The FPS dealer must issue a certificate of complete delivery of foodgrains at the doorstep of the FPS by the Transporter.
6. The transporter will have to enclose certificate of delivery issued by the FPS Dealer while submitting bills for transportation cost.
7. The delivery of foodgrains at the doorstep of all the FPS under a GPSS/WCCS/LAMPS must be completed by 9<sup>th</sup> day of the month of allocation.
8. Any discrepancy/diversion detected in the transportation and delivery of the foodgrains from FSD of FCI to the Fair Price Shops via GPSS/WCCS/LAMPS is to be taken seriously and necessary action to be taken by the Area Officer or any other authorised officer of FCS&CA under the provision of the relevant Clauses of the Assam Public Distribution of Articles Order 1982 (as amended) and TPDS Control Order 2015 (as amended) and any other applicable acts/rules under the Essential Commodities Act '1955.

**5. Storage of foodgrains at FPS:**

1. Foodgrains must be delivered by the transporter at FPS during daytime.
2. No delivery of foodgrains after sunset is permissible.
3. The delivered foodgrains must be stored scientifically in hygienic and clean condition.
4. Proper dunnage materials must be used for storage.

**6. Distribution of Foodgrains:**

1. Foodgrains for distribution to beneficiaries must be started from the 10<sup>th</sup> day of the allocated month and it will go on till 16<sup>th</sup> Day of the allocation month. This period of distribution of foodgrains from 10<sup>th</sup> to 16<sup>th</sup> of every month will be called 'ANNA SEWA SAPTAH'.
2. Foodgrains must be distributed to the beneficiaries through e-PoS machines installed in the FPS through biometric authentication of beneficiaries. The e-PoS machines will be operational only during the period from 10<sup>th</sup> to 16<sup>th</sup> of every month.
3. The FPS dealers must issue system generated Printed Receipt to the beneficiaries against each transaction done through e-PoS devices.

4. The AePDS portal developed by NIC is used for all sorts of activities (FPS device mapping, nominee change, reports of online distribution, enabling online distribution for a particular month, closure of online distribution etc) related to Online transaction through e-PoS devices.
5. Commission for FPS dealers will be released only on the basis of quantity transacted through e-PoS devices.
6. Any violation of instruction by the Govt for online distribution of foodgrains is to be considered as an offence by the FPS dealers. Exceptions are allowed only in case of specific beneficiaries whose AADHAAR is not available due to NRC issue/Old Age/Physical Disability. Also partial online/offline transaction is allowed only to those FPS which are marked as falling under shadow areas.
7. The FPS dealers must maintain a register for the any offline distribution allowed by the Govt for the exceptional cases and duly certify the same by the concerned Area Officer within the 16<sup>th</sup> Day of the distribution month.
8. Strict action must be taken against the defaulting FPS as per Govt Notification and under the provision of the relevant Clauses of the Assam Public Distribution of Articles Order 1982 (as amended) and TPDS Control Order 2015 (as amended) and any other applicable acts/rules under the Essential Commodities Act '1955.
9. Authentication of beneficiaries is done through AADHAAR using finger print scanner.
10. All concerned Area Officers must ensure distribution of foodgrains to the authenticated beneficiaries through e-PoS devices.
11. Consolidated report of allocated quantity and distributed quantity should be submitted by all FPS to their Area Officer by 20<sup>th</sup> day of the allocated month. The figures of distributed quantity as submitted by the FPS to the Area Officers must be used for entering the closing balance of the FPS for next online allocation.
12. Any discrepancy/ violation/misappropriation /diversion detected in the entire process of lifting, transportation, delivery and distribution of foodgrains allocated under PDS/TPDS must be reported to the Commissionerate, FCSCA&LM within 24 hours of such detection with appropriate action taken report.

#### **7. Anna Sewa Saptah:**

1. Anna Sewa Saptah will be observed from 10<sup>th</sup> to 16<sup>th</sup> day of every month during which the FPS dealers must ensure completion of distribution of allocated foodgrains to all its beneficiaries.
2. During this Anna Sewa Saptah the Fair Price Shops will remain open throughout the day for the beneficiaries to receive foodgrains.
3. All the beneficiaries must collect their allocated foodgrains from the FPS through e-PoS device during the Anna Sewa Saptah as the e-Pos devices will be operational during 10<sup>th</sup> to 16<sup>th</sup> day of the allocated month. Accordingly the FPS dealers & Area Officers must inform all beneficiaries to collect foodgrains during Anna Sewa Saptah.

4. For smooth implementation of Anna Sewa Saptah, the concerned Deputy Director/ Assistant Director is designated as the Dist/ Sub-divisional Nodal Officer. They should submit a monthly report to the Commissionerate, FCSCA&LM regarding successful completion of Anna Sewa Saptah by 20<sup>th</sup> of every month.
5. The Area Officer alongwith concerned FPS dealers will ensure wide publicity amongst the beneficiaries about Anna Sewa Saptah.
6. Concerned Area Officers to ensure that foodgrains to its beneficiaries are distributed by the FPS using e-PoS device and complete within this Anna Sewa Saptah.

**8. Transaction through offline e-PoS in no network areas:**

1. Offline/Partially Online mode is enabled in ePoS of FP Shops located in areas having no network of any service provider, in order to facilitate automated transactions through ePoS in such locations.
2. Such FPS Dealers must bring their ePoS to areas having internet network connectivity on 25<sup>th</sup>/26<sup>th</sup> of the previous month of allocation for downloading their respective allocation details from ePoS server.
3. Similarly, such FPS dealers again need to bring their ePoS to network available areas on the 17<sup>th</sup>/18<sup>th</sup> of the allocation month for uploading their automated transaction details to ePoS server.
4. Concerned area officers/authorized officers at Commissionerate to strictly monitor the timely completion of the aforesaid two activities related to offline ePoS every month.

**9. Tagging of Fair Price Shops due to DEATH/SURRENDER/SUSPENSION:**

1. Whenever an FP Shop is tagged due to death/surrender/suspension etc., the district officials to communicate with the Commissionerate within 24 hours of tagging for necessary updation in State database.
2. The detail information that are to be furnished should contain :
  1. District Name, 2.Sub-Division Name, 3.FP Shop ID, 4.FP Shop Name, 5.Device ID, 6.Reason for Tagging, 7.Date of Tagging, 8.FPS ID and Name of FP Shop to which it is tagged to. (Order Copy of tagging also to be furnished.)
3. The same process is to be followed whenever a tagging is revoked (wherever applicable) so that those FP Shops can be removed from the central tagging database.
4. In case of sudden death of an FPS dealer during Anna Sewa Saptah, the remaining distribution is to be carried out using Nominee of the deceased FPS dealer.
5. No FPS Surrender should be allowed within Anna Sewa Saptah.
6. If an FP Shop is suspended during Anna Sewa Saptah, in order to ensure that the balance transactions of that month against that FPS are completed, the nominee(s) of the FPS to which it is tagged to, are to be mapped in the ePoS device of the tagged FPS so that transactions can be carried out and completed within the Anna Sewa Saptah itself.



7. Once the distribution is completed, the area officer to take the ePoS of the tagged FPS into official custody and arrange for online RC transfer of the tagged FPS's RCs to the FPS to which it is tagged to so that from next allocation onwards, those RCs reflect against the allocation of the FPS to which it is tagged to.

#### **10. Inspection schedule:**

1. An Area officer must inspect at least 10% of the total FPS under his/her jurisdiction in a month and verify the stock available and monitor the functioning of the FPS with special reference to online transaction of foodgrains.
2. An Area Officer must inspect all the GPSS/WCCS/LAMPS under his/her jurisdiction every month.
3. Reports of visit to FPS/GPSS/WCCS/LAMPS should be regularly sent to the Commissionerate through the respective Deputy Director/Assistant Director FCS&CA.
4. Monitoring teams from the Commissionerate, FCSCA&LM will be visiting Districts/sub-divisions from time to time and as per instruction from the Commissioner, FCSCA&LM whenever it is deemed necessary to do so.

#### **11. Display of Stock and price board:**

1. Every appointed dealer shall, during the shop-hours fixed by the Licensing Authority display conspicuously a list of prices and stock of notified articles he holds at a place as near to the entrance of his business premises as possible.
  - a. Display board of fair price shop mentioning details (as per format attached),
  - b. Display of price and stock list (as per format attached),
  - c. Display of scheme wise ration card list,
  - d. Display of sample of food grains,
  - e. Display of call center free toll free number 1800-345-3611 / 1967,
  - f. Name and mobile number of the Grievance Redressal Officer/ Area Officer.
2. In case any notified article which is out of stock the words "out of stock" shall be written against that article.
3. The price of any category of notified articles so displayed shall not exceed the price fixed by the Licensing Authority.

#### **12. Maintenance of books of Records:**

1. The following registers will be maintained in the fair price shop:
  - a. Stock Register,
  - b. Sale Register,
  - c. Ration card register,
  - d. Inspection Register,
  - e. Complaint Register,
  - f. FPS level Vigilance & Monitoring Committee meeting register.
2. The fair price shop dealer will maintain all the above registers/information as per the rules and will keep the record of all the registers safe with him/her.

**13. Vigilance & Monitoring Committee meetings:**

As notified by the Assam Food Security Rules 2022 (as amended upto date), there are four levels of Vigilance & Monitoring Committees:

- a. State Level
- b. District Level
- c. Block Level
- d. FPS Level

1. There should be regular meetings of the Vigilance & Monitoring Committee at all levels.
2. There should be meeting of the FPS level Vigilance & Monitoring Committee once in every two months.
3. In the meeting, the allocation of ration materials under the public distribution system and its distribution to the beneficiaries should be reviewed.
4. Complaints/suggestions regarding the distribution of food grains should be sent by the committee in writing to the concerned Deputy Commissioner/ Sub-Divisional Officer (C) for needful action.
5. The regular operation of the fair price shop and distribution of food grains to the consumers should be ensured by the monitoring committee from time to time by surprise inspection.
6. The details of the meeting of the Vigilance & Monitoring Committee and the signatures of the members should be entered in the register every month and the proceedings of the meeting and the complaints/suggestions received by the monitoring committee should be marked compulsorily in the register.

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